

Personnel records are private, accurate, complete, and permanent. Up-to-date, accurate personnel records for each employee of the District shall be maintained by Human Resources. Personnel records are maintained electronically in a secure and confidential web based system. In addition, electronic personnel records are maintained within the district's Human Resources Information System (HRIS) system. Employee personnel records requiring original signature are maintained in the Human Resources Office.

Records shall include, but not be limited to, such data as current address, salary, years of experience, education, leaves of absence, vacation records, evaluations and recommendations, tuberculin test certification, oath of allegiance, and transcripts of all collegiate credits earned for which salary placement or advancement is obtained. It shall be the responsibility of the employee to inform the Human Resources Office of all changes that affect the employee's records.

Original signature personnel records contain sensitive and private information. Such documents are kept in a locked room with access controlled by authorized personnel in Human Resources (HR) from whom authorization must be gained before others may review the files.

Every employee has the right to inspect their own personnel records pursuant to the Labor Code and Education Code. All personnel files shall be available for inspection only to authorized employees (such as supervisors and HR staff) of the district when actually necessary in the proper administration of the district's affairs or the supervision of the employee. All contents of the individual personnel record, with the exception of evaluation comments or recommendations provided to the district on a confidential basis by a previous employer or as part of an application for transfer or promotion to another position within the district, shall be available for inspection by the employee concerned. Such a review shall take place, by appointment, during normal business hours and the employee shall be released from duty for this purpose without salary reduction.

Information of a derogatory nature, except material mentioned in paragraph three above, shall not be entered or filed into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment thereon. An employee shall have the right to enter, and have their own comments attached to any such derogatory statement, their own comments thereon.

Nothing in this procedure shall entitle an employee to review ratings, reports, or records that (a) were obtained prior to the employment of the person involved, (b) were prepared by identifiable examination committee members, or (c) were obtained in connection with a promotional examination or interview.

I-9 Forms

Forms and information verifying the right of your employee to work in this country (I-9 forms, photocopies of verification documents) shall be kept in a common file rather than in each employee's own personnel record. This ensures that the information will be easily accessible for an audit by immigration or labor officials. Information verifying the employee's right to work in the United States for employees hired on or after July 1, 2020, are maintained in the district's HRIS system. Such information is saved in a secure area of the system and not a part of the employee's electronic personnel record.

Medical Records

State and federal laws mandate that employers establish appropriate procedures to ensure all employee medical records and information will remain confidential and will be protected from unauthorized use and disclosure.

Employers are prohibited from using or disclosing medical information pertaining to their employees without written authorization from the affected employee. However, such information may be disclosed in limited circumstances, such as when compelled by a court of law or by a lawsuit filed by an employee, when used for administering and maintaining employee benefit plans, or in relation to a workers' compensation claim or request for medical leave.

Also see the related collective bargaining agreements for applicable employee groups.